COURSE SYLLABUS

PowerPoint Bootcamp

Take your PowerPoint skills to the next level with this accelerated course. Learn everything from the basics of creating presentations to more advanced features like custom themes, animations, and managing large presentations.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/powerpoint-certificate



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

This package includes these courses

- PowerPoint Level II (6 Hours)
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PowerPoint Level II

- Create and manage Slide Master layouts to ensure consistent branding across entire presentations
- Design custom PowerPoint themes, including personalized color palettes, fonts, and reusable backgrounds
- Animate bullet points, charts, and objects using entrance, emphasis, and exit effects, and explore the Morph transition
- Integrate video, hyperlinks, and dynamic charts and tables imported from Excel for interactive presentations
- Customize presentation workflows with hidden slides, custom shows, sections, and the Quick Access Toolbar
- Collaborate and finalize projects with built-in commenting tools, PDF export options, and optimized printing settings

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